

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, OCTOBER 1, 2014****9:00 A.M.**

SHANNON S. TEMPLET  
DIRECTOR

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(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

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- Roll Call

**THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:08 A.M. ON WEDNESDAY, OCTOBER 1, 2014. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS D. SCOTT HUGHES, SIDNEY TOBIAS, AND C. PETE FREMIN. COMMISSIONERS G. LEE GRIFFIN AND RONALD CARRERE WERE ABSENT.**

- Opportunity for Public Comment (No Attachment)

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**ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:**

- 1) Request of the Imperial Calcasieu Human Services Authority, to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective October 1, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 2) Consideration of the Minutes of the Commission Meeting held on September 3, 2014. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 3) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
  - Dixon Correctional Institute
  - Louisiana State Penitentiary
  - Pinecrest Supports and Services Center(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

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**SUPPLEMENTAL AGENDA**

**STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS SESSION****WEDNESDAY, OCTOBER 1, 2014**

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(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

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- 4) **Addendum to Item #3:**

Report on Evaluation Reports Issued

**Human Resources Evaluation Reports:**

- Central Louisiana Technical Community College

(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORT WAS PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

- 5) Request of the Department of Agriculture and Forestry to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective October 1, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 6) Request of the Department of Revenue to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective October 1, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 7) Request of the Division of Administration for authority under the provisions of State Civil Service Rule 4.1(d)2 to exempt from the classified service, ten (10) Special Project Officer positions, effective October 1, 2014 through September 30, 2015. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position numbers for incumbents must be emailed to [misty.mcafee@la.gov](mailto:misty.mcafee@la.gov). Please use **CSC 10-01-14 #7** as the reference when transmitting this information.)
- 8) Request of the Department of Public Safety and Corrections – Corrections Services for authority under the provisions of State Civil Service Rule 4.1(d)2 to exempt from the classified service, one (1) Unclassified Teacher Professional position, effective October 6, 2014 through January 11, 2016. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position number for incumbent must be emailed to [misty.mcafee@la.gov](mailto:misty.mcafee@la.gov). Please use **CSC 10-01-14 #8** as the reference when transmitting this information.)
- 9) Request of the Louisiana Board of Tax Appeals for authority under the provisions of State Civil Service Rule 4.1(d)2 to exempt from the classified service, one (1) Local Tax Division Judge position, effective October 1, 2014. **State Civil Service recommends approval effective October 1, 2014 through January 11, 2016.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY STATE CIVIL SERVICE.** (Position number for incumbent must be emailed to [misty.mcafee@la.gov](mailto:misty.mcafee@la.gov). Please use **CSC 10-01-14 #9** as the reference when transmitting this information.)
- 10) Request of the Central Louisiana Human Services District for authority under the provisions of State Civil Service Rule 4.1(d)2 to exempt from the classified service, one (1) Specialist position, effective October 1, 2014 through September 30, 2018. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position number for incumbent must be emailed to [misty.mcafee@la.gov](mailto:misty.mcafee@la.gov). Please use **CSC 10-01-14 #10** as the reference when transmitting this information.)

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- Director's Report

- **BRANDY MALATESTA PRESENTED THE FISCAL YEAR 2013-2014 ANNUAL TURNOVER REPORT TO THE COMMISSION.**
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- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals. (All Commissioners to verbally vote.) ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS.**
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**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 9:25 A.M. ON WEDNESDAY, OCTOBER 1, 2014.**

**RESPECTFULLY SUBMITTED,**

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**SHANNON S. TEMPLET, DIRECTOR**

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**DAVID DUPLANTIER, CHAIRMAN**